

DRAFT

Public Hearing: Public Housing Authority Annual & 5-Year Plans

Chairperson Hackett opened the Public Hearing at 3:03 p.m. and invited public comments and questions. Chairperson Hackett called twice more for public input without a response. Chairperson Hackett declared the Public Hearing closed at 3:04 PM.

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, August 27, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Mike Norton
Robert Keller
Jesse Coates

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:04 p.m.

2.) WCHA Minutes of the Regular Meeting Held on July 23, 2019

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on July 23, 2019. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Norton, to approve the minutes of the July 23, 2019 meeting as presented. Motion carried 5-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from June 2019

Chairperson Hackett inquired if there were any questions pertaining to the July accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements and responded to questions.

c.) 2nd Quarter Financials

Ms. DeBruin-Ziebell reviewed the 2nd quarter financials. The financials are compiled by Hawkins Ash, CPAs out of La Crosse. Both Fox View and Riverside had positive operating incomes for the 2nd quarter. Assets are greater than liabilities for Fox View and Riverside. Both properties have mortgage payments that are covered by the income.

The WCHA Public Housing Units had a positive operating income before Depreciation and assets greater than liabilities. There are no mortgages on these properties.

The WCHA Capital Fund is a pass through account for money used on capital improvements. Money comes in from HUD and once it is spent on capital needs, it is moved over to fixed assets on the Statement of Net Position (Balance Sheet.)

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$559,243 in cash and investments at the end of the second quarter.

The Voucher program showed an Operating loss at the end of the second quarter in the Housing Assistance Payment (HAP) fund. This loss is covered by reserve account money. The Administrative Fund balance at the end of the second quarter was \$6,286.

The Silvercrest Group Home had a positive operating income before Depreciation at the end of the second quarter and assets greater than liabilities. This property has a mortgage. Summit also had a positive operating income before Depreciation and assets greater than liabilities. There is no mortgage on the Summit Group Home.

The HOME & HCRI/CDBG accounts are pass-through accounts for the Home Buyer Program. The HOME Program currently had three rehabbed houses up for sale at the end of the second quarter. Since then one of the homes has sold. There has not been much activity this year in the HCRI and CDBG programs.

At the end of the second quarter, the Central Office Cost Center (COCC) showed an operating income before depreciation and assets greater than liabilities.

5.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC**

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for August 2019. As of the time of the report, there was one vacant unit in the WCHA Scattered Site Family Units Program.

b.) Public Housing Family Unit Update

- **Contract Signed with Brueser Construction**

Ms. van Houwelingen stated this contract is for new windows and wall repairs at some of the Neenah units. Last summer rain water was going into the basements through the windows of some of the Neenah family units. The Authority had engaged Matt Wiedenhoeft from Martin Riley to evaluate the properties and determine the best way to resolve the issue.

c.) River Cities Redevelopment Update

- **Elevator Project Update**

Mr. Franzen stated the elevator replacement project is going well. Elevator replacement at Riverside has started. No tenants needed to be relocated during the Riverside renovation. The elevator at Fox View will be replaced in September. There are possibly three tenants at Fox View that will need to be temporarily relocated during the Fox View renovation. Each replacement should take about three weeks.

- **Fire Alarm Panel**

Mr. Franzen stated the fire alarm panels that are connected to the elevators at both Fox View and Riverside are out of date and also need to be replaced. The cost will be about \$5,000 per building.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 361 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, five port-out and nine port-in vouchers under contract. Seven Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 22 participants with approximately \$43,381 in escrow.

e.) Home Buyer Program Update

A handout on the Bay Street house was distributed and reviewed. Ms. van Houwelingen stated the Bay Street property was sold in July. The Fulton Street property is still on the market. The 4th Street Property has been rented out.

f.) Group Home – Summit House

Ms. van Houwelingen stated there is a non-profit agency that may be interested in buying the Summit House Group Home. This agency would like to use the building for a transitional housing program. This building does need a new roof. Requests for proposals will be sent out for a new roof.

g.) Agency Matters

- **Addition of Clerical Position**

Ms. van Houwelingen stated the OHA Board approved a new full time Clerk 1 position. The Authority had two very part time people who helped out with clerical tasks and watching the front desk. One of these people has gone away to college and the other will be leaving at the end of September. The need for clerical help is very high. This position will be shared by Court Tower/Waite, the Family Unit

programs and the Compliance Department. The starting pay for this position would be \$14 per hour. Questions were addressed.

- **Vehicle Purchases**

Ms. van Houwelingen reviewed a listing of vehicles owned by the Housing Authority and their ages. The agency is going to be trading in three older vehicles for three new ones. The 2011 Dodge Ram is one of the trucks being traded in. It is used for plowing and a lot of heavy hauling and needs to be replaced. The other two vehicles are used by the maintenance staff that serve the scattered site family units, are driven frequently and need to be replaced.

Ms. van Houwelingen responded to Commissioner Norton's inquiry about the status of an email regarding a sidewalk issue near a property the Authority manages on Tennessee Ave.

6.) **Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call**

Mr. Waterworth moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Norton. Motion carried 5-0 on a roll call vote as follows:

Rebecca Hackett: aye
Scott Waterworth: aye
Mike Norton: aye
Robert Keller: aye
Jesse Coates: aye

The open meeting was moved into closed session at 4:10 p.m.

7.) **Reconvene in Open Session Under Wis. Stat. § 19.85(2)**

Mr. Norton moved that the WCHA meeting reconvene in Open Session. The motion was seconded by Mr. Waterworth. Motion was carried 5-0 and the meeting moved back into open session at 4:30 p.m.

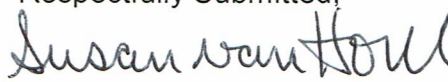
8.) **Discussion**

Ms. van Houwelingen stated that Al Rolph, Social Worker at The Salvation Army of Oshkosh will be conducting a presentation on Generational Poverty at the September Staff meeting. Any commissioner who is able to attend is inviting to this training.

9.) **Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:34 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED